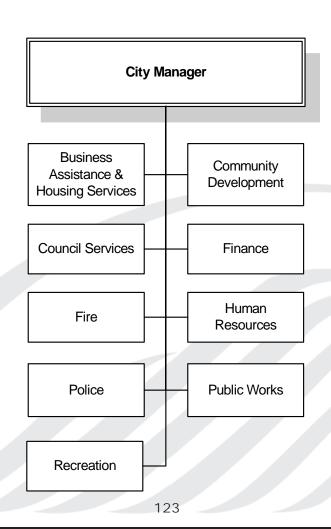
City Manager's Office [010-2100] [010-5145]

Appropriations Summary

priations sammary	02/03 Actuals	03/04 Actuals	04/05 Current Budget	04/05 Estimated Actuals	05/06 Adopted Budget
Salaries	330,711	365,993	323,707	329,100	349,446
Supplies & Services	98,532	70,710	50,164	46,911	111,247
Capital Outlay	367	-	-	-	-
Debt Services	480	-	-	-	-
Internal Service	26,304	27,122	15,833	16,235	17,047
Transfers Out	-	-	-	-	-
Project Expenditure	-	-	-	-	-
TOTAL BY CATEGORY	456,394	463,825	389,704	392,246	477,740

010	2100 CITY MANAGER	354,978	363,057	318,659	317,044	330,948
010	5145 COMMUNICATIONS & MARKETING	101,416	100,768	71,045	75,202	146,792
	TOTAL BY PROGRAM	456,394	463,825	389,704	392,246	477,740





[010-2100] City Manager

ACTIVITY DESCRIPTION

The City Manager is appointed by the City Council to serve as the administrative head of the City government. The City Manager is responsible for preparing the annual budget, for managing the personnel system, and for implementing Council policy. In addition, the City Manager serves as Executive Director of the Redevelopment Agency (RDA), Personnel Officer, Purchasing Agent, and Director of Emergency Services. The City Manager chairs two important internal task forces organized to implement Council priorities: The Economic Development Coordinating Group and the Public Projects Coordinating Group.

For FY 2005/06, the City Manager's Office activities will include continued implementation of the Council's Sustainable Budget Strategy; development of a South County Regional Fire Plan; implementation of communications plan related to revenue increases; leadership to the Indoor Recreation Center and Library construction projects; completion of operations plan for Indoor Recreation Center; and organizational development.

FY 2004/05 HIGHLIGHTS

- Proposed the reorganization of the Council's policy-making function
- Developed a financial strategy for library construction
- · Facilitated Council's goal-setting retreat
- Completed Administrative Services Department study
- Appointed Police Chief and Community Development Director
- Negotiated with the YMCA for the provision of health and fitness services at the Indoor Recreation Center.
- Active participant in the Perchlorate Working Group's efforts to promote a comprehensive perchlorate abatement and clean up program

FY 2005/06 WORKPLAN

- Coordinate customer service study of development processing services
- Develop South County Regional Fire Plan
- Evaluate Council policy subcommittee system for discussion at Council retreat
- Implement communications plan related to revenue increases
- Evaluate feasibility of live audio and video streaming of Council meetings

FY 2005/06 ACTIVITY GOALS

- Implement the Council's Sustainable Budget Strategy
- Provide leadership and support for economic development efforts including:
 - Auto Dealer Strategy
 - Development of a 66 acre regional commercial center
 - Implementation of the Downtown Master Plan
 - Designation of a 200 + acre industrial park
- Provide leadership on Indoor Recreation Center and Library construction projects
- Continue to work with the Perchlorate Working Group to promote a comprehensive perchlorate abatement and clean up program

FISCAL IMPACT

There are no significant changes in this budget compared to FY 04/05.

[010-2100] City Manager

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
 Percentage of workplan projects, City-wide, 			
that are completed within the planned time fram	e,		
recognizing that the schedule of some projects i	S		
beyond department control	40%	50% .	90 %
 Actual General Fund expenditures as a percent 	age		
of the adopted General Fund budget	96%	96% .	99 %
 Level of City General Fund reserves as a propo 	rtion		
of adopted Conoral Fund hudget	250/	250/	250/

[010-2100] City Manager

		`		04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES - GENERAL	223,862	250,325	206,985	205,347	212,478
	SALARIES - PART-TIME	888	452	-	-	-
	SALARIES - OTHER PAYOUT	10,709	7,425	9,907	9,907	10,624
	OVERTIME - GENERAL	9	-	-	-	-
	UNEMPLOYMENT INSURANCE	11	247	501	858	523
	RETIREMENT - GENERAL	3,931	11,545	25,970	22,300	31,838
	DEFERRED COMPENSATION	12,907	15,883	11,193	14,754	11,486
	GROUP INSURANCE	17,188	17,638	16,394	14,628	16,200
41701	MEDICARE	3,822	3,739	3,001	3,121	3,081
41730	INCOME PROTECTION INS	3,704	4,139	2,082	3,012	2,082
41760	WORKERS COMP	5,968	7,867	8,358	8,604	8,589
41799	BENEFITS	2,862	3,023	-	3,000	-
41900	CONTRACT LABOR	1,148	-	-	-	-
	< <employee services="">></employee>	287,009	322,282	284,391	285,531	296,901
42214	TELEPHONE	2,371	2,748	2,808	2,400	3,104
42228	GASOLINE & OIL	6	-	-	-	-
42231	CONTRACT SERVICES	22,841	-	-	-	-
42244	STATIONERY & OFFICE SUPPLIES	891	797	425	550	600
42245	COMPUTER HARDWARE-NON CAPITAL	-	877	-	-	-
42246	COMPUTER SOFTWARE-NON CAPITAL	-	-	-	286	-
42248	OTHER SUPPLIES	165	-	100	55	275
42252	PHOTOCOPYING	124	1,871	1,731	1,731	1,584
	POSTAGE & FREIGHT	448	328	37	220	228
	PRINTING	282	-	206	64	120
	AUTO MILEAGE	376	204	350	350	350
	OTHER EXPENSE	-	-	50	114	50
	REIMBURSEMENTS	130	122	500	500	500
	TRAINING & EDUCATION	465	268	1,000	650	1,000
	CONFERENCE & MEETINGS	6,260	5,427	9,626	7,000	8,28
	MEMBERSHIP & DUES	3,926	4,668	3,820	3,300	3,270
	SUBSCRIPTION & PUBLICATIONS	1,448	1,758	924	1,300	1,114
	MAINT - MACHINE/EQUIPMENT	-	-	50	-	
	MAINT - FURNITURE/OFFICE EQUIP	1,452	38	-	-	-
12001	< <supplies &="" services="">></supplies>	41,185	19,105	21,627	18,520	20,476
44994	LEASE PAYMENTS	480	-	-	-	20,170
11771	< <debt service="">></debt>	480	-	-	-	-
45003	GENERAL LIABILITY INSURANCE	2,145	1,695	933	1,285	765
	BLDG MAINT SERVICES	10,719	14,757	7,119	7,119	7,756
	I.S. SERVICES	13,440	5,218	4,589	4,589	5,050
10007	< <internal services="">></internal>	26,304	21,670	12,641	12,993	13,571
	2100 - CITY MANAGER	354,978	363,057	318,659	317,044	330,948
	-2100-CHTHWANAGEN	354,770	303,037	510,059	317,044	330,740



[010-5145] Commmunications and Marketing

ACTIVITY DESCRIPTION

This activity is responsible for administering the City's communications and marketing efforts including the *City Connection* newsletter, government access programming on Channel 17, the City website, and other communications.

FY 2004/05 HIGHLIGHTS

- Merged City Visions newsletter and Recreation Guide publication into one publication, City Connection, in order to streamline production and reduce costs from \$797 per page to \$321 per page.
- Continued to update and expand the City's main website, as well as Aquatics Center and Community and Cultural Center websites
- Provided timely updates to the community on the status of perchlorate levels in drinking water
- Assisted all departments with publicizing their programs and events

FY 2005/06 ACTIVITY GOALS

- · Implement communications plan related to revenue increases
- · Evaluate feasibility of live audio and video streaming of Council meetings
- · Assist all departments with publicizing their programs and events as funding allows

FINANCIAL COMMENTS

\$25,000 is proposed for implementation of communications activities related to the community conversation on City revenues. Funding for this initiative is proposed to come from the "investment zone" of General Fund reserves. Aside from implementing this communications plan, the budget for this activity has been reduced substantially in order to meet the City's Sustainable Budget Strategy. *City Connection* will be published four, instead of five, times a year this Fiscal Year.

	FY 03/04	FY 04/05	FY 05/06
PERFORMANCE MEASURES	<u>ACTUAL</u>	<u>PROJ</u>	<u>GOAL</u>
Pages of City Connection produced	64	112 .	88
Dollars (not inclusive of staffing) spent on			
producing City Connection	\$50,710	\$35,952.	\$30,650
 Dollars per page of City Connection produced 			
and distributed	\$797	\$321 .	\$348

[010-5145] Communications and Marketing

		<u> </u>		04/05	04/05	05/06
		02/03	03/04	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES - GENERAL	26,588	27,108	29,865	30,208	30,762
41270	SALARIES - PART-TIME	9,752	8,571	-	5,478	-
41271	SALARIES - PART-TIME TEMP	-	-	-	-	10,920
41320	SALARIES - OTHER PAYOUT	1,307	1,346	1,463	201	1,500
11490	OVERTIME - GENERAL	22	-	-	-	-
11560	UNEMPLOYMENT INSURANCE	7	40	72	43	75
11620	RETIREMENT - GENERAL	605	1,005	2,429	2,252	3,858
41690	DEFERRED COMPENSATION	1,064	1,095	1,493	1,380	1,538
11700	GROUP INSURANCE	2,238	2,243	2,013	1,647	1,860
11701	MEDICARE	494	795	433	629	446
11730	INCOME PROTECTION INS	503	562	297	427	297
11760	WORKERS COMP	817	946	1,251	1,304	1,289
11900	CONTRACT LABOR	306	-	-	-	-
	< <employee services="">></employee>	43,702	43,711	39,316	43,569	52,545
2214	TELEPHONE	660	640	637	540	540
2231	CONTRACT SERVICES	12,514	12,648	2,700	4,245	5,670
12245	COMPUTER HARDWARE-NON CAPITAL	-	-	2,700	2,150	-
12248	OTHER SUPPLIES	812	67	200	1,544	500
12250	ADVERTISING	189	-	-	101	-
12254	POSTAGE & FREIGHT	20,265	17,499	9,600	8,000	3,800
12257	PRINTING	22,757	20,697	11,000	11,000	4,200
12261	AUTO MILEAGE	-	-	100	50	500
12299	OTHER EXPENSE	-	-	-	-	75,000
12408	TRAINING & EDUCATION	-	12	500	200	-
12415	CONFERENCE & MEETINGS	-	43	-	-	-
12423	MEMBERSHIP & DUES	150	-	1,100	525	525
42435	SUBSCRIPTION & PUBLICATIONS	-	-	-	36	36
	< <supplies &="" services="">></supplies>	57,347	51,605	28,537	28,391	90,771
13835	FURNITURE/OFFICE EQUIPMENT	367	-	<u>-</u>	-	-
	< <capital outlay="">></capital>	367	-	-	-	-
15003	GENERAL LIABILITY INSURANCE	-	234	133	183	109
15009	I.S. SERVICES	-	5,218	3,059	3,059	3,367
	< <internal services="">></internal>	-	5,452	3,192	3,242	3,476
	5145 - COMMUNICATIONS AND MARKETING	101,416	100,768	71,045	75,202	146,792